



Investment Agriculture Foundation of BC

Finance Clerk Job Description

Employment Conditions

POSITION TITLE:	Finance Clerk
REPORTS TO:	Senior Manager of Finance, Human Resources & Administration
SUPPORTS:	Finance Team
LOCATION:	Victoria, BC – Head Office
STATUS:	Full-time, one-year contract (extension possible)
HOURS:	37.5 Hours per week

About IAF

The Investment Agriculture Foundation of BC (IAF) is an industry-led, not-for-profit organization representing the agriculture, food processing, farm supply and post farm gate sectors across British Columbia. Since 1996, we have worked with our industry partners and funders to invest in projects that enhance the competitiveness, profitability and sustainability of BC agriculture and agri-food.

Key Responsibilities

Finance

- Provides administrative support to Finance team and specifically to the Finance Administrator
- Processes financial transactions (invoices, project payments), in accordance with Foundation policies and procedures
- Assists with the EFT processing of payments as required
- Posts accounts payable in Business Central Accounting to ensure prompt payment of clients and suppliers by cheque or electronic funds transfer
- Enters project payments on the applicable tracking systems, database, and updates the excel spreadsheets for commitments
- Filing of records according to standard practices

Program Payments and Monitoring

- Works with IAF Program Performance Analyst to process project reporting for various programs
- Reviews and verifies financial and reporting documentation for compliance with appropriate policies and procedures
- Assists with the timely delivery of project report reviews, including checking figures, reviewing and verifying source documentation for accuracy and completeness
- Ensures all information reported on is complete and mathematically accurate

- Ensures all documentation and associated deliverables required have been submitted and meet compliance requirements
- Responsible for timely notification to the appropriate staff when compliance or other issues are identified
- Assists with quarterly and year end program reporting as required
- Handles some internal and external correspondence and inquiries with customers, suppliers and others as required
- Assists Program Performance Analyst with various duties as required

Key Qualifications

Knowledge Requirements

- Knowledge of CRM and data management protocols
- Knowledge of project management principles and practices
- Proven experience managing and reporting on budgets and financial tracking
- Demonstrated experience in preparing written reports
- Demonstrated experience in desktop applications including spreadsheets (advanced Excel), databases, presentation software and word-processing (MS Office and Dynamics 365 preferred)
- At least two (2) years experience within an accounting department, including an understanding and exposure to administration, financial and business practices, and internal controls
- Experience with Business Central accounting software preferred.

Skill Requirements

- Excellent verbal and written communication skills
- Demonstrated tact, judgment and facilitation skills
- Demonstrated attention to detail
- Excellent problem solving and analytical skills
- Proven ability to participate in working teams
- Demonstrated ability to work well under pressure to meet deadlines
- Ability and willingness to adapt and work effectively within a variety of diverse situations and with diverse individuals or groups
- Positive attitude

Application

If you are interested in applying for this position, please submit your resume and a covering letter explaining your interest, how you meet the essential requirements and what you would seek to accomplish in the role.

CLOSING DATE: Until successful applicant has been found.

SEND TO: info@iafbc.ca

FORMAT: PDF

We thank all applicants for their interest. Only those that email their cover letter and resume in PDF to info@iafbc.ca will be considered for an interview.